



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Certified Staff Interpreter I

Details

Job ID : 372

Title : Certified Staff Interpreter I

Job Code : 911

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Court Interpreting

Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES FOR THOSE WHOSE SPOKEN LANGUAGE IS NOT ENGLISH IN A VARIETY OF COURT-RELATED SETTINGS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- MUST POSSESS INTERPRETER CERTIFICATION
- 4 YEARS OF RELATED EXPERIENCE MUST BE IN INTERPRETING SERVICE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- PROVIDES INTERPRETING SERVICES FOR THOSE WHO CAN'T SPEAK ENGLISH IN A VARIETY OF COURT RELATED SETTINGS FOR THE COURT INTERPRETING SERVICES DEPARTMENT
- PROVIDES HIGH-QUALITY SIMULTANEOUS INTERPRETING, CONSECUTIVE INTERPRETING AND SIGHT TRANSLATION FOR SPANISH SPEAKING PARTIES IN COURT PROCEEDINGS AS ALLOWED UNDER KENTUCKY LAW
- DELIVERS INTERPRETING SERVICES AS A MEMBER OF A TEAM OF TWO OR MORE INTERPRETERS
- CREATES AND UPDATES TERMINOLOGY LISTS
- MAY PROVIDE TELEPHONE INTERPRETING
- MAY TRANSLATE COURT PROCEEDING DOCUMENTS
- ASSISTS DEPARTMENT STAFF WITH PROJECTS, TRAINING AND ASSIGNMENTS RELATED TO COURT INTERPRETING SERVICES
- PARTICIPATES IN AOC DEPARTMENTAL MEETINGS
- ATTENDS TRAINING AND PROFESSIONAL CONFERENCES TO FURTHER DEVELOP PROFESSIONAL KNOWLEDGE AND SKILLS
- MAY ASSIST IN SCHEDULING OF REQUEST FOR SPOKEN LANGUAGE INTERPRETERS
- MAINTAINS AND COMPILES SCHEDULING
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Certified Staff Interpreter II

Details

Job ID : 373

Title : Certified Staff Interpreter II

Job Code : 1011

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Court Services - Court Interpreting

Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES FOR THOSE WHOSE SPOKEN LANGUAGE IS NOT ENGLISH IN A VARIETY OF COURT-RELATED SETTINGS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A INTERPRETER CERTIFICATION
- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A CERTIFIED STAFF INTERPRETER I

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- PROVIDES INTERPRETING SERVICES FOR THOSE WHO CAN'T SPEAK ENGLISH IN A VARIETY OF COURT RELATED SETTINGS FOR THE COURT INTERPRETING SERVICES DEPARTMENT
- PROVIDES HIGH-QUALITY SIMULTANEOUS INTERPRETING, CONSECUTIVE INTERPRETING AND SIGHT TRANSLATION FOR SPANISH SPEAKING PARTIES IN COURT PROCEEDINGS AS ALLOWED UNDER KENTUCKY LAW
- DELIVERS INTERPRETING SERVICES AS A MEMBER OF A TEAM OF TWO OR MORE INTERPRETERS
- CREATES AND UPDATES TERMINOLOGY LISTS
- MAY PROVIDE TELEPHONE INTERPRETING
- MAY TRANSLATE COURT PROCEEDING DOCUMENTS
- ASSISTS DEPARTMENT STAFF WITH PROJECTS, TRAINING AND ASSIGNMENTS RELATED TO COURT INTERPRETING SERVICES
- PARTICIPATES IN AOC DEPARTMENTAL MEETINGS
- ATTENDS TRAINING AND PROFESSIONAL CONFERENCES TO FURTHER DEVELOP PROFESSIONAL KNOWLEDGE AND SKILLS
- MAY ASSIST IN SCHEDULING OF REQUEST FOR SPOKEN LANGUAGE INTERPRETERS
- MAINTAINS AND COMPILES SCHEDULING
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED



Certified Staff Interpreter III

Details

Job ID : 374

Title : Certified Staff Interpreter III

Job Code : 1111

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Court Interpreting

Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES FOR THOSE WHOSE SPOKEN LANGUAGE IS NOT ENGLISH IN A VARIETY OF COURT-RELATED SETTINGS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- MUST POSSESS A INTERPRETER CERTIFICATION AND
- 2 YEARS OF RELATED EXPERIENCE MUST BE AS A CERTIFIED STAFF INTERPRETER II
- OR 1 YEAR OF RELATED EXPERIENCE AS A CERTIFIED STAFF INTERPRETER II WITH FEDERAL SPOKEN LANGUAGE CERTIFICATION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- PROVIDES INTERPRETING SERVICES FOR THOSE WHO CAN'T SPEAK ENGLISH IN A VARIETY OF COURT RELATED SETTINGS FOR THE COURT INTERPRETING SERVICES DEPARTMENT
- PROVIDES HIGH-QUALITY SIMULTANEOUS INTERPRETING, CONSECUTIVE INTERPRETING AND SIGHT TRANSLATION FOR SPANISH SPEAKING PARTIES IN COURT PROCEEDINGS AS ALLOWED UNDER KENTUCKY LAW
- DELIVERS INTERPRETING SERVICES AS A MEMBER OF A TEAM OF TWO OR MORE INTERPRETERS
- CREATES AND UPDATES TERMINOLOGY LISTS
- MAY PROVIDE TELEPHONE INTERPRETING
- MAY TRANSLATE COURT PROCEEDING DOCUMENTS
- ASSISTS DEPARTMENT STAFF WITH PROJECTS, TRAINING AND ASSIGNMENTS RELATED TO COURT INTERPRETING SERVICES
- PARTICIPATES IN AOC DEPARTMENTAL MEETINGS
- ATTENDS TRAINING AND PROFESSIONAL CONFERENCES TO FURTHER DEVELOP PROFESSIONAL KNOWLEDGE AND SKILLS
- MAY ASSIST IN SCHEDULING OF REQUEST FOR SPOKEN LANGUAGE INTERPRETERS
- MAINTAINS AND COMPILES SCHEDULING
- OTHER DUTIES AS ASSIGNED
- SOME TRAVEL IS REQUIRED



Court Interpreting Manager

Details

Job ID : 492

Title : Court Interpreting Manager

Job Code : 6191

Salary : \$50,000.00 (Annual)

Grade : 0

Tenured : NO

Job Departments

- Court Services - Court Interpreting

Purpose

DEVELOP, RECOMMEND, AND ADMINISTER THE STATE INTERPRETER CERTIFICATION; OVERSEE CENTRAL OFFICE COURT INTERPRETER STAFF; DIRECT THE SCHEDULING OF INTERPRETERS REQUIRED FOR COURT APPEARANCES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : None

Experience : 5 Years of Work Experience

Job Required Knowledge

- MASTER'S DEGREE, PREFERABLY IN ANTHROPOLOGY WITH AN EMPHASIS IN LINGUISTICS, CULTURAL STUDIES, FOREIGN LANGUAGE, OR OTHER CLOSLEY RELATED FIELD
- FIVE YEARS EXPERIENCE WORKING WITH NON-ENGLISH SPEAKING PERSONS IN MANAGEMENT CAPACITY IS REQUIRED

Job Skills/Abilities

- EXCELLENT COMMUNICATION ABILITIES BOTH WRITTEN AND ORAL
- ESSENTIAL KNOWLEDGE OF THE COURT SYSTEM IN GENERAL AND KENTUCKY IN SPECIFIC
- DEMONSTRATE FLEXIBILITY
- DESIRE FOR LIFELONG LEARNING, TEAMWORK, AND A DESIRE TO INNOVATE
- SOME TRAVEL IS REQUIRED

Job Preferred Knowledge

- FIVE YEARS EXPERIENCE WORKING WITH NON-ENGLISH SPEAKING PERSONS IN A MANAGEMENT CAPACITY IS REQUIRED

Job Duties

- CANDIDATE WILL DEVELOP, RECOMMEND, AND ADMINISTER THE STATE COURT INTERPRETER CERTIFICATION AND TRAINING PROGRAM
- OVERSEE CENTRAL OFFICE COURT INTERPRETING STAFF
- DIRECT THE SCHEDULING OF INTERPRETERS REQUIRED FOR COURT APPEARANCES
- CANDIDATE WILL REPORT DIRECTLY TO THE EXECUTIVE OFFICER OF COURT SERVICES
- OTHER DUTIES AS ASSIGNED



English/American Sign Language Interpreter

Details

Job ID : 509

Title : English/American Sign Language Interpreter

Job Code : 1143

Salary : \$34,356.00 (Annual)

Grade : 11

Tenured : YES

Job Departments

- Court Services - Court Interpreting

Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES IN A VARIETY OF COURT-RELATED SETTINGS FOR THOSE WHOSE LANGUAGE IS NOT VERBAL SPOKEN ENGLISH.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WORKING WITH CDI INTERPRETERS.
- COURT INTERPRETERS MUST POSSESS COLLEGE LEVEL VOCABULARY AND BE FAMILIAR WITH LEGAL TERMINOLOGY
- MUST BE CERTIFIED WITH THE NAD, LEVEL V, OR RID LEVELS SPECIALIST CERTIFICATION: LEGAL (SC:L) NATIONAL INTERPRETER CERTIFICATION ADVANCED (NIC ADVANCED) CERTIFICATE OF INTERPRETATION AND CERTIFICATE OF TRANSLITERATION (CI, CT) COMPREHENSIVE SKILLS CERTIFICATE (CSC) TRANSLITERATION CERTIFICATE (TC) ORAL INTERPRETATION CERTIFICATE (OCI)
- BACHELOR DEGREE IN ANY INTERPRETING/TRANSLITERATING FIELD, (OR CLOSELY RELATED FIELD OF STUDY SUCH AS LINGUISTICS ETC) AND/OR CERTIFICATION FROM THE REGISTRY OF INTERPRETERS FOR THE DEAF (RID) OR NATIONAL ASSOCIATION OF THE DEAF (NAD).
- FOUR YEARS EXPERIENCE PROVIDING INTERPRETATION AND TRANSLATION SERVICES IN AMERICAN SIGN LANGUAGE (ASL) TO DEAF AND/OR HARD-OF-HEARING INCLUDING LEGAL INTERPRETING EXPERIENCE.
- MUST BE LICENSED PURSUANT TO KRS 309.301

Job Skills/Abilities

- MUST HAVE COMPUTER SKILLS, ABLE TO USE VIDEO PHONE, WEBCAM OR VIDEO CONFERENCING EQUIPMENT; EXPERIENCE WITH (OR WILLING TO LEARN) CLOSED CAPTIONING
- MUST BE ABLE TO TRAVEL FREQUENTLY AND WORK INDEPENDENTLY
- MUST BE ABLE TO WORK COLLABORATIVELY WITH OTHER STAFF AND COURT PERSONNEL AT REMOTE WORK SITES
- MUST BE ABLE TO INTERPRET UNDER STRESSFUL AND HIGH PRESSURE SITUATIONS

Job Preferred Knowledge

- WORKSHOP PRESENTING EXPERIENCE
- CURRICULUM OR TRAINING MATERIAL DEVELOPMENT EXPERIENCE
- STRONG WRITTEN ENGLISH SKILLS.
- PREFERENCE MAY BE GIVEN TO APPLICANTS WITH SC:L EXPERIENCE WITH LEGAL INTERPRETING
- INTERPRETER LEGAL TRAINING COURSES

Job Duties

- PROVIDE HIGH QUALITY SIMULTANEOUS AND CONSECUTIVE INTERPRETING AND SIGHT TRANSLATING SERVICES FOR DEFENDANTS, WITNESSES, LITIGANTS AND OTHERS, ACCORDING TO KENTUCKY LAW AND THE AMERICANS WITH DISABILITIES ACT FOR DEAF AND HARD OF HEARING PARTIES.



Job Duties

- ADHERES TO THE CODE OF PROFESSIONAL CONDUCT FOR INTERPRETERS IN THE KENTUCKY COURTS AND THE RID ETHICAL CODE.
- MAY WORK AS A TEAM INTERPRETER AND MAY PROVIDE INTERPRETING SERVICES VIA VIDEO REMOTE INTERPRETING.
- WILLING TO DEVELOP AND EXPAND TECHNICAL AND PROFESSIONAL SKILLS
- ASSIST WITH THE COORDINATION AND DEVELOPMENT OF CONTINUING EDUCATION OPPORTUNITIES FOR OTHER STAFF AND FREELANCE INTERPRETERS.
- ASSIST THE MANAGEMENT IN EVALUATING THE PROFICIENCY AND PROTOCOL OF OTHER INTERPRETERS BY ACCOMPANYING INTERPRETERS TO COURT.
- MAKE WRITTEN OBSERVATIONS AND RECOMMENDATIONS FOR STATEWIDE AND LOCAL POLICIES, PROCEDURES AFFECTING INTERPRETERS, PROFESSIONAL STANDARDS FOR INTERPRETERS, AND EDUCATIONAL REQUIREMENTS FOR INTERPRETERS.
- WORK ON SPECIAL ASSIGNMENTS RELATING TO ASL CASES AND PROGRAMS.
- ATTEND STAFF INTERPRETER MEETINGS AND TRAININGS AS SCHEDULED.



Staff Interpreter

Details

Job ID : 371

Title : Staff Interpreter

Job Code : 910

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Court Services - Court Interpreting

Purpose

RESPONSIBLE FOR PROVIDING INTERPRETING SERVICES FOR THOSE WHOSE SPOKEN LANGUAGE IS NOT ENGLISH IN A VARIETY OF COURT-RELATED SETTINGS.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- INTERPRETER CERTIFICATION MUST BE OBTAINED 1 YEAR FROM HIRE DATE
- 4 YEARS OF RELATED EXPERIENCE MUST BE IN INTERPRETING SERVICES

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- PROVIDES INTERPRETING SERVICES FOR THOSE WHO CAN'T SPEAK ENGLISH IN A VARIETY OF COURT RELATED SETTINGS FOR THE COURT INTERPRETING SERVICES DEPARTMENT
- PROVIDES HIGH-QUALITY SIMULTANEOUS INTERPRETING, CONSECUTIVE INTERPRETING AND SIGHT TRANSLATION FOR SPANISH SPEAKING PARTIES IN COURT PROCEEDINGS AS ALLOWED UNDER KENTUCKY LAW
- DELIVERS INTERPRETING SERVICES AS A MEMBER OF A TEAM OF TWO OR MORE INTERPRETERS
- CREATES AND UPDATES TERMINOLOGY LISTS
- MAY PROVIDE TELEPHONE INTERPRETING
- MAY TRANSLATE COURT PROCEEDING DOCUMENTS
- ASSISTS DEPARTMENT STAFF WITH PROJECTS, TRAINING AND ASSIGNMENTS RELATED TO COURT INTERPRETING SERVICES
- PARTICIPATES IN AOC DEPARTMENTAL MEETINGS
- ATTENDS TRAINING AND PROFESSIONAL CONFERENCES TO FURTHER DEVELOP PROFESSIONAL KNOWLEDGE AND SKILLS
- MAY ASSIST IN SCHEDULING OF REQUEST FOR SPOKEN LANGUAGE INTERPRETERS
- MAINTAINS AND COMPILES SCHEDULING
- OTHER DUTIES AS ASSIGNED